FORM 4
DOCUMENT AND DATA SET INVENTORY

Department/Division/Unit:_____

Respondent(s): _____

On the table below, provide information about the documents, data sets, and records that you presently use, create, or maintain, which concern facilities, programs, and activities that are geographically related. These may include automated databases, card files, inspection forms, customer records, etc. Note that the left-hand column of the table is entitled **Data Set ID,** and contains alphanumeric ID codes (e.g., D1, D2). **Please provide a sample copy** of the paper record, card file format, database schemas, and data forms for each data set identified on the following page(s).

Data Set ID	Record or Data Set Name	No. of Records or Entries	Automated or Hard Copy (A or HC)	Geographic Reference (e.g., facility ID, address, parcel no.)	Hard Copy Media (paper, microfiche, card file)	If Automated		Update Cycle (e.g., daily, weekly, monthly, annually, sporadic)	Source Department or Outside Organization
						Computer Model and Operating System	Software Package or Packages		
D1									
D2									
D3									
D4									
D5									
D6									

Note: Copy this sheet and continue with the sequential numbering scheme for additional data sets.